



**Employment Opportunity**  
**United States Peace Corps in Myanmar**  
**DEADLINE: March 29<sup>th</sup>, 2015**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

**Executive Assistant and Partnership Coordinator**

Starting Salary: \$10,791/year (FSN-8 equivalent)

Anticipated Start Date: May/June, 2015

The **Executive Assistant and Partnership Coordinator (EAPC)** will assist the post leadership team, performing standard administrative and secretarial functions for the Country Director, Director of Programming and Training and Director of Management and Operations in support of their duties. The EAPC will also coordinate all communications with our partners in the Myanmar government from the national level down through the community & institutional level. This position reports to the Country Director.

**The EAPC's main responsibilities include:**

- Provide administrative and secretarial assistance to the executive leadership, including general office needs
- Prepare routine correspondence, draft external communications/reports, and coordinates all communication and correspondences with the Government of Myanmar and other external entities.
- Assist with securing visas for foreign staff members and Volunteers.
- Serve as interpreter for all official in-country travel and provide written translation from English to Myanmar and Myanmar to English.
- Public relations support, including assistance with social media efforts.
- Coordinating cooperation with internal and external stakeholders.
- Occasional money handling and financial assistance
- Compliance with Peace Corps' safety and security policies, particularly related to the safety & security of Volunteers.

**Required Qualifications:**

- University degree;
- Five years administrative office experience, preferably as an executive secretary or executive assistant in an American or international organization;
- Fluent written and spoken English and Myanmar;
- Strong Computer skills, including demonstrated proficiency in Outlook, Excel, Microsoft Word, Databases and PowerPoint;
- Good judgment and confidentiality
- Ability to multi-task and work in a team
- Strong organizational skills
- Flexibility and a sense of adventure
- Excellent attention to detail
- Desire and willingness to learn and contribute to the mission of Peace Corps
- Excellent interpersonal communication skills;
- Experience working in international organizations;
- Willingness and ability to travel frequently;

**Desired Qualifications**

- Experience with and/or demonstrated interest in social media tools including some experience with website design, blogs, Twitter, Facebook..
- Ability to work independently with little supervision

- Willingness to take initiative
- Strong service attitude
- Personal integrity
- Strong cross-cultural and interpersonal skills
- Strong interest in Myanmar's development
- Good sense of humor

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Applications are due no later than 5:00 PM on March 29th 2015. Applications and questions (including requests for the complete Statement of Work) should be sent [BurmaPC@peacecorps.gov](mailto:BurmaPC@peacecorps.gov). **Applicants who do not address the required qualifications will not be considered for an interview.**

**Only shortlisted candidates will be contacted for interviews.** Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).